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OPEN SPOT EXAMINATION FOR ATASCADERO, COALINGA, METROPOLITAN, NAPA AND PATTON STATE HOSPITALS; SALINAS VALLEY AND VACAVILLE PSYCHIATRIC PROGRAMS

CHIEF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)

The Department of Mental Health is an Equal Employment Opportunity employer committed to ensuring the rights of every applicant and employee to work in an environment free from unlawful discrimination and harassment and without regard to race, color, sex/pregnancy, gender, age (40 and above), religion, marital status, national origin, ancestry, disability (mental and physical, including HIV/AIDS), medical condition (i.e., cancer or genetic characteristics), political affiliation or opinion, or sexual orientation.

It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

EXAMINATION TYPE

This is an open spot examination for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals, Salinas Valley and Vacaville Psychiatric Programs. Examination and/or Employment Applications will not be accepted on a promotional basis. Career credits do not apply.

HOW TO APPLY

Please submit an Examination and/or Employment Application (STD. 678) form to the address indicated below. **DO NOT SUBMIT EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO THE STATE PERSONNEL BOARD.**

NOTE: All Examination and/or Employment Application forms must include: "to" and "from" dates (month/day/year); time base; and civil service class titles. Examination and/or Employment Application forms received without this information will be rejected. Resumes will not be accepted in lieu of a completed Examination and/or Employment Application (STD. 678) form.

If you have previously submitted an application/resume for this examination, no need to re-apply. If your employment history listed on your previous application/resume is no longer current, please submit an "UPDATED" application/resume to the same location you originally filed your application.

WHERE TO APPLY

MAIL OR HAND DELIVER EXAMINATION AND/OR EMPLOYMENT APPLICATION FORMS TO:

ATASCADERO STATE HOSPITAL
EMPLOYMENT OFFICE
P.O. BOX 7005
ATASCADERO, CA 93423
(805)468-3384 / TDD (805)468-2009

COALINGA STATE HOSPITAL
SELECTION SERVICES UNIT
P.O. BOX 5002
COALINGA, CA 93210
(559)935-4305 / TDD (559)935-7120

METROPOLITAN STATE HOSPITAL
SELECTION SERVICES UNIT
11401 SOUTH BLOOMFIELD AVENUE
NORWALK, CA 90650
(562)863-7011

NAPA STATE HOSPITAL
PERSONNEL OFFICE
2100 NAPA - VALLEJO HIGHWAY
NAPA, CA 94558-6293
(707)253-5611

PATTON STATE HOSPITAL
HUMAN RESOURCES-EXAMS/HIRING
3102 EAST HIGHLAND AVENUE
PATTON, CA 92369
(909)425-7000 / TDD (909)862-5730

SALINAS VALLEY PSYCHIATRIC
PROGRAM
P.O. BOX 1080
SOLEDAD, CA 93960
(831) 678-5500 EXT. 7321

VACAVILLE PSYCHIATRIC PROGRAM
P.O. BOX 2297
VACAVILLE, CA 95696
(707) 449-6514

EXAMINATION ELIGIBILITY LIMITATION

A candidate may be tested only once during any testing period. The testing period for this classification is once every 12 months. If you have taken an examination for this classification with the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa or Patton State Hospitals or with Salinas Valley or Vacaville Psychiatric Programs, within the last 12 months, you are not eligible to compete in this examination.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

CHIEF PSYCHIATRIST, CRS (SAFETY)

SF35/9774/9MH06

Final Filing Date: 02/02/10

FINAL FILE DATE	February 2, 2010. Examination and/or Employment Application forms must be POSTMARKED no later than the final filing date. Examination and/or Employment Application forms postmarked, personally delivered or received via interagency mail after the final filing date will not be accepted. Examination and/or Employment Application forms <u>must have</u> an original signature; therefore, faxed forms will not be accepted for any reason.		
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment Application form. The Selection Services Unit will contact you to make special testing arrangements.		
IDENTIFICATION REQUIRED	Note: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.		
EXAMINATION DATES	Qualifications Appraisal: It is anticipated that interviews will be held during February or March 2010.		
SALARY RANGE	Atascadero State Hospital	Coalinga State Hospital	Metropolitan State Hospital
	Range S - \$18,840 - \$23,897	Range S - \$18,840 - \$23,897	Range S - \$18,840 - \$23,897
	Range T - \$19,197 - \$24,495	Range T - \$19,197 - \$24,495	Range T - \$19,197 - \$24,495
	Range U - \$20,357 - \$23,897	Range U - \$20,357 - \$23,897	Range U - \$20,357 - \$23,897
	Range V - \$20,747 - \$24,495	Range V - \$20,747 - \$24,495	Range V - \$20,747 - \$24,495
	Napa State Hospital	Patton State Hospital	Salinas Valley Psychiatric Program
	Range U - \$20,357 - \$23,897	Range U - \$20,357 - \$23,897	Range P - \$21,375 - \$25,092
	Range V - \$20,747 - \$24,495	Range V - \$20,747 - \$24,495	Range Q - \$21,784 - \$25,720
	Vacaville Psychiatric Program		
	Range P - \$21,375 - \$25,092		
	Range Q - \$21,784 - \$25,720		
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your Examination and/or Employment Application form indicates that you have <u>read</u> , <u>understood</u> , and <u>possess</u> the basic qualifications required.		
MINIMUM QUALIFICATIONS	All applicants must meet the education and/or experience requirements for this examination by the final filing date.		
	Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I , "or" II , "or" III , etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.		
	Possession of the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the California Board of Osteopathic Examiners. (Applicants who are in the process of securing approval of their qualifications by the Medical Board of California or the Board of Osteopathic Examiners will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and		
	Possession of a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology. or		
	Satisfactorily completed specialized training requirements in psychiatry in programs that are either accredited by the Accreditation Council for Graduate Medical Education (ACGME), or certified by the Royal College of Physicians and Surgeons of Canada. Two patterns of training are acceptable:		
	Either I		
	Completion of a four-year residency program in psychiatry accredited by the ACGME. (Exception: Any applicant who completed a residency program in psychiatry that was accredited by the ACGME, or certified by the Royal College of Physicians and Surgeons of Canada at the time the applicant complete the residency will qualify under this pattern of training upon Department of Corrections and Rehabilitation verification that all residency requirements were successfully completed, and if all other requirements are met.) and		
	Two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic, or in a diagnostic clinic.		
	Or II		
	Completion of a broad-based clinical year of ACGME-accredited training program in a internal medicine, family medicine, or pediatrics or an ACGME accredited transitional year program that included a minimum of four months of primary care; or an ACGM-accredited residency in a clinical specialty requiring comprehensive and continuous patient care. and		
	Three years of postgraduate, specialized residency training in an ACGME-accredited psychiatry program. and		
	Two years of experience as a psychiatrist in a correctional facility, in a psychiatric outpatient clinic, or in a diagnostic clinic.		

SPECIAL PERSONAL CHARACTERISTICS	Demonstrated leadership ability; willingness to work in a State correctional facility; alertness; keenness of observation; tact; patience and ability to handle stressful situations.
SPECIAL PHYSICAL CHARACTERISTICS	<p>Persons appointed to this classification must be reasonably expected to have and maintain sufficient strength, ability, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates or youthful offenders.</p> <p>Assignments may include sole responsibility for the supervision of inmates or youthful offenders and/or youthful offenders.</p>
POSITION DESCRIPTION	Under general direction, in a State mental hospital, either (1) in a diagnostic or outpatient clinic to plan and direct the preventive and corrective general medical and psychiatric work with individuals served; or (2) to plan and direct the psychiatric and mental health services programs in a mental hospital; or (3) has responsibility for the hospital's mental health program in such areas as program development, planning, standards, and evaluation; to maintain order and supervise the conduct of individuals served; to protect and maintain the safety of persons and property; and to do other related work.
POSITION LOCATION(S)	Positions are located at Atascadero, Coalinga, Metropolitan, Napa and Patton State Hospitals; Salinas Valley and Vacaville Psychiatric Programs.
EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview only, weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. Add, if applicable: <i>Candidates who do not appear for the interview will be disqualified.</i>
EXAMINATION SCOPE	<p style="text-align: center;">Qualifications Appraisal - Weighted 100%</p> <p>Knowledge of:</p> <ol style="list-style-type: none"> 1. Principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled. 2. Modern methods and principles of general medicine and neurology and skill in their application. 3. Literature and recent developments in the field of psychiatry. 4. Principles and practices of clinical psychology and psychiatric social work. 5. Principles and techniques of social psychiatric research 6. Modern techniques, practices, and trends in the correction and prevention of delinquency and criminality. 7. Principles of effective supervision and personnel management. 8. Principles, methods and objectives of training treatment personnel. <p>Ability to:</p> <ol style="list-style-type: none"> 1. Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency. 2. Coordinate, supervise, and evaluate the work of professional employees and instruct and advise them in their work. 3. Formulate and effect practical and comprehensive plans for the psychiatric care and treatment of adult and juvenile offenders. 4. Establish and maintain cooperative relations with those contacted in the work. 5. Prepare clear and concise reports. 6. Communicate effectively.
ELIGIBLE LIST INFORMATION	A departmental open eligible list will be established for the Department of Mental Health, Atascadero, Coalinga, Metropolitan, Napa, Patton State Hospitals, Salinas Valley and Vacaville Psychiatric Programs. The eligible list will be used to fill vacancies at Atascadero, Coalinga, Metropolitan, Napa, Patton State Hospitals, Salinas Valley and Vacaville Psychiatric Programs only. The list will be in effect for a minimum of 12 months. It will be abolished after 48 months or the completion of a subsequent examination, whichever occurs first.
VETERANS PREFERENCE	Veterans preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

GENERAL INFORMATION

For an examination without a written feature it is the competitor's responsibility to contact the Department of Mental Health, Selection Services Unit at (916) 654-2351 three weeks after the application deadline date if she/he has not received a progress notice.

If a competitor's notice of oral interview or performance test fails to reach her/him prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Examination and/or Employment Application (STD. 678) forms are available at the State Personnel Board, local offices of the Employment Development Department, the Department of Mental Health, and accessible on the internet at www.spb.ca.gov.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Competitors who pass will be ranked according to their scores.

The Department of Mental Health reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of competitors and conditions warrant. Ordinarily oral interviews are scheduled in Sacramento. However, locations of interviews may be extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans' Preference: California law limits the granting of veterans preference credits to entrance examinations. Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS. Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (Form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the competitor is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination and/or Employment Application (STD. 678) form. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

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DEPARTMENT OF MENTAL HEALTH

1600 9th Street, Room 121
Sacramento, CA 95814

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From TDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922